

Table Of Contents

[Course Requests](#)

[After the Start of the approved Course](#)

[Criminal Background Check](#)

[Upon completion of the Course](#)

[Requesting an NREMT Psychomotor Exam \(AEMT and Paramedic only\)](#)

[Requesting an NREMT Written Exam](#)

Course Coordinator Checklist

Course Requests

- To request a course, refer to the New Course Request Quick Reference Guide: https://site.utah.gov/bemsp/wp-content/uploads/sites/34/2018/02/new_course_request_quick_reference_guide.pdf
- Create a course application
- Course requests and fees are required **30 days prior to the start date. Late fees will be charged up to \$150.00 dollars.**
- Documents that must be submitted for course approval:
 - The course schedule listing date, time, presenters, primary instructor, EMS instructors, Medical Director, and course location.
 - The textbook you will be using as well as any workbooks and online resources.
- Instructors **MUST** have a current Instructor endorsement with the Bureau of Emergency Medical Services and Preparedness (BEMSP).
 - Instructors can only teach to their level
- A ratio of one Endorsed EMS Instructor to a maximum of six students (1:6) must be maintained during practice/hands-on and skills pass-off sessions.
- Students are required to have an approved CPR card before they can start any course. *(CPR cannot be considered part of the required 120 hours)*
- AEMT and Paramedic students **MUST** be current as a licensed Utah EMT prior to being enrolled in the class. The student's EMT license must remain current throughout the course until the new level of licensure is attained.

**Reminder: Classes are limited to 36 Students Max.*

After the Start of the approved Course

- Within 15 days after the course starts, the following must be submitted to BEMSP:
 - Complete student roster.
- Within 30 days after the course starts, the following must be submitted to BEMSP or a \$75.00 late fee per student will be applied:
 - Completed online applications for all students in the course.
 - All applicable fees paid.
- Have all of your students create a login account with the BEMSP
- After students create a login account, they must use this account to complete any course application they are applying for.
 - Have the students affiliate as part of the application with the course ID number you were assigned for your course (if not found, leave blank).
 - If the student is unable to affiliate with the course, the Course Coordinator (CC) can go into the course and do a search for the student and add them to the course roster.
- After the students have completed the BEMSP application, the Course Coordinator should log into BEMSP at bemsp.utah.gov, to confirm the students are on the course roster.
- Any changes to the course schedule that occurs must be documented and submitted to BEMSP for review.

Criminal Background Check

- BEMSP requires that all initial licensing EMT personnel submit LiveScan fingerprints for Federal Bureau of Investigation (FBI) and Direct Access Clearance System (DACS) background checks.
- A list of locations for fingerprints is sent to all applicants with the information on how to claim their DACS form.
- Have the students check their email periodically for information on how to find their DACS form. If the student has not received the email, have them check their spam or trash folder.

Upon Completion of the Course

- The following must be submitted to the BEMSP within 15 days after the course ends:
 - Submit a Course Recommended Letter that includes the following:
 - A list of students' names who are being recommended for licensure.
 - Demonstrated that they can competently perform all psychomotor skills and competencies in accordance with the applicable license level.
 - Submit a Letter of Non-Recommended for licensure. The letter must include:
 - All student names
 - A brief explanation as to why they are not being recommended
 - Letters must be signed by the Course Coordinator and uploaded to the course documents and emailed to ems@utah.gov:
 - EMT and EMR classes do not require the Medical Director's signature
 - AEMT and Paramedic courses do require the Medical Director's signature
 - If the original course schedule was not followed, attach a final course schedule showing how the course was actually conducted.
- Login to your emslicense.utah.gov account and go to training and manage courses. Find your course and go to attendees. You will see a drop-down menu under attendee status. For each student, choose a pass, fail, in process, pending recommendation, etc. Choose the appropriate status from the menu for all of the students and submit.

**** The following is provided as a quick reference guide only and is not being directed or regulated by the BEMSP. This information is provided from feedback from course coordinators and the NREMT website (<https://www.nremt.org/>). Course Coordinators should reference the Course Coordinator Manual or contact the NREMT at 614-888-4484 for any questions.*

Requesting an NREMT Psychomotor Exam

(AEMT and Paramedic only)

- Program Director Activation
 - Log into [NREMT.org](https://nremt.org) and scroll to the very bottom of the page in blue. Choose the Program Directors link. From there follow the prompts to add Program Director activation. To request a psychomotor exam you must have the NREMT program Director role activated on your National Registry Account.
- Exam Coordinator activation
 - log in to [NREMT.org](https://nremt.org) and select the EXAM Coordinator role. From the Exam Coordinator Dashboard, click to expand the EXAMS option. Select the option to Request Exam. Only AEMTs and Paramedics are required to schedule a psychomotor exam with the NREMT. EMR and EMTs require an in-house psychomotor exam within their agency.
- NREMT Test Proctors
 - The Exam Coordinator will work with NREMT Test Proctors to set up the psychomotor exam: including the exam's location, the equipment needed for the exam, and student vs EMS Instructor to student ratios.
 - Only AEMTs and Paramedics are required to schedule a psychomotor exam with the NREMT. EMR and EMTs require an in-house psychomotor exam within their agency.
- NREMT Test Proctors List <https://bemsp.utah.gov/ems-educator-endorsement/>

Requesting an NREMT Written Exam

- After course completion, the Program Director will go to manage candidates for the course completion verification and verify if the student completed the course or did not complete the course from the drop-down menu This will determine if the student is eligible for the Written exam.
- Have the students log in and create an NREMT account. If the student already has an NREMT account they will need to log in and update the user profile. The student then needs to create a new application to apply and take the exam.
- Students will receive an ATT letter from the NREMT for authorization to take the test. Students need to print the letter and it is valid for 90 days only, so if the student does not finish testing within the 90 days they will have to re-pay the exam fees.
- The student can then contact the Pearson Vue Website to schedule a written test. Again if the student signs up to take the written test they have 90 days? To complete the exam or they will need to pay the fees again.